

<b>Job Title:</b>	SEND Learning Support Assistant
<b>Pay:</b>	Scale 4
<b>School:</b>	The Phoenix Primary School
<b>Line Manager:</b>	Head Teacher SENDCo, Senior Teacher, Class Teacher, Senior Teaching Assistant
<b>Supervisory:</b>	None, apart from assisting in work familiarisation of new members of staff.

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### **Main purposes of the job**

- To work in partnership with the class teacher to support the teaching and learning activities in the classroom or for a particular pupil/ pupils.
- To implement planned learning activities/ teaching programmes as agreed with the teacher or SENDCo, adjusting activities according to pupils' responses.
- Provide general support to the class teacher in the organisation and management of pupils and the classroom ensuring the appropriate support for pupils.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome multi barriers to learning including physical, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

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### **Main responsibilities and tasks**

#### **Support for pupils**

1. Establish positive relationships with pupils
2. To support the work of the SENDCo, contributing to planning, development and decision making for particular pupils
3. To encourage pupils to interact with others and engage in activities led by the teacher, which may include participating in physical activities with the pupils.
4. To support pupils with activities which develop English and Maths skills.
5. To support the use of ICT in the classroom and develop pupils' competence and independence in its use.
6. Promote positive pupil behaviour in line with school policies and help keep pupils on task.
7. To assist with the general pastoral care of the pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties.

8. To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.

#### Support for the teacher

9. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
10. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
11. To provide regular feedback to teachers and to other professionals on pupils' achievement and progress.
12. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting individual education plan (IEP) targets.
13. To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.
14. To be aware of the planning of work and activities.
15. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

#### Support for the school

16. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection reporting all concerns to the appropriate named person.
17. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
18. To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child or others.
19. To plan, prepare and accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.
20. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and those experiencing emotional and behavioural difficulties.
21. To attend relevant meetings and participate in training opportunities and professional development as required.
22. To attend relevant meetings and participate in relevant training and performance development as required.
23. To adhere to school health and safety policy including risk assessment and safety systems.
24. To adhere to school policy on equality and diversity

#### Support for the curriculum

25. To assist with the development of basic English, Maths and ICT skills and to support their use in learning activities.
26. To undertake broadly similar duties commensurate with the level of the post as required by the headteacher.